



Wisconsin Department of Revenue

Employers Annual Reconciliation Handbook E-File File Transmission of Form WT-7

Specifications for Employers Annual Reconciliation Form WT-7 in XML format

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I. INTRODUCTION

This Wisconsin handbook is designed to provide information specific to Wisconsin electronic filing of Employers Annual Reconciliation Form WT-7 in XML format. This is a process intended for participants who have the technical expertise to create and validate an XML document. Wisconsin electronic file (e-file) transmission program is open to the following participants:

Employers A firm, organization, or individual making withholding deposits for employees working in Wisconsin.

Tax Practitioner A firm, organization, or individual that works directly with the withholding tax registrant to prepare payroll service providers a tax return for the purpose of producing and transmitting an electronic tax return. A tax preparer can also collect a prepared tax return for the purpose of producing and/or transmitting the electronic tax return.

Transmitter A firm, organization, or individual that transmits electronic returns on behalf of withholding tax registrants directly to the Wisconsin Department of Revenue (WDOR).

Software Developer A firm, organization, or individual that designs software for the purpose of formatting returns in accordance with Wisconsin's electronic return specifications and may also transmit electronic returns to WDOR.

II. SPECIFICATIONS OF AN ELECTRONIC RETURN

A Wisconsin electronic Employers Annual Reconciliation transmission contains the same information as a comparable return filed entirely on paper. It is transmitted electronically in an XML format file over the Internet to WDOR. Detailed technical specifications are:

- Program Summary
- XML Schema (XSD Format)
- Summary of the XML schema in spreadsheet format
- Additional detail information of schema elements
- Sample returns (Instance document)
- Sample script and instructions
- Web application introduction page
- Form WT-7 and instructions

WDOR will check all incoming transmissions for being well formed and valid against the schema. Only well formed and valid transmissions will be forwarded for processing. If WDOR finds a transmission not well formed or not valid according to the schema, that transmission will be rejected. A reject notice will be e-mailed to the acknowledgement address within one business day.

III. PAYMENT OF BALANCE DUE AMOUNTS

Employers using the file transmission method must make payments electronically by including Electronic Funds Transfer (EFT) information either in the file transmission or independent of the file transmission process. The following options are available:

- A) EFT Credit – Contact your financial institution to set up this payment method. Additional information needed by your financial institution is available at www.dor.state.wi.us/eserv/eft2.html.
- B) EFT Debit independent of WT-7 Transmission – Register and follow the payment instructions listed below.

Request personalized EFT registration materials by using one of the following options:

- Fill in the on-line form at www.dor.state.wi.us/eserv/eft1.html.
- Send your name, address, and federal employer identification number or social security number to the EFT Unit, Wisconsin Department of Revenue, PO Box 8912, Madison, WI 53708-8912.
- Call (608) 264-9918 or toll free (800) 338-9472.

When you receive EFT registration materials, follow the instructions to complete the registration form. After choosing your payment options, use your personal EFT identification number and password to register on-line at www.witaxeft.com or by calling the toll free registration number (800) 338-9472. Mail the signed registration document to the address listed above. After registering, you may immediately make EFT payments. Payments may be warehoused until the date you actually want the payment transferred from your bank account to WDOR. You will receive a confirmation number as proof of your payment.

- C) EFT Debit Included in Employers Annual Reconciliation Transmission – It is not necessary to register for EFT debit payments as described below, you may include your EFT payment information in the payment element in the Employers Annual Reconciliation document. Refer to the schema and the additional schema instructions for detailed information on inserting the EFT payment information.

Note: You may not pay by paper check in the Employers Annual Reconciliation Transmission process. Registrants should not submit a check to WDOR. If a check is mailed, WDOR cannot guarantee proper or timely processing of the check.

IV. CHECKING DATA PRIOR TO TRANSMISSION

Verify electronic transmission of your Wisconsin Employers Annual Reconciliation (Form WT-7) is in XML format. An XML schema that contains all the rules for producing a valid XML document is available at www.dor.state.wi.us/eserv/wt-7/index.html.

Prior to transmitting to WDOR, it is highly recommended that you check your transmission for being well formed and validate it against the schema using an MSXML4.0 compatible parser. If you purchase software from a software vendor, the software package should do this for you. If you transmit using a tax practitioner, the tax practitioner should do this for you.

V. TESTING

You must identify the file as a test. There is currently only one method to identify a file as a test file:

The file transfer web page offers a test check box.

Any file received that has been identified as test will be treated as a test file. The test file will be processed in the test system, loaded into the parser, checked for being well formed, validated against the schema, and loaded to test tables. Confirmation or Reject e-mails will be sent within one business day.

You may submit test files as often as you like. Test files are not required, but are strongly recommended. No software certification process is available. Distribution of untested software could cause Wisconsin transmissions to be rejected.

VI. TRANSMITTING ELECTRONIC RETURNS

Multiple Returns - The XML document to be transmitted must contain only one return. However you may zip two or more returns together using WinZip compatible software and transmit the zip file to WDOR. Each return will be acknowledged or rejected individually. Notices will be sent to the acknowledgement address in each individual return.

Transfer Using Web page – This transfer method uses a web user interface to locate the file on the sender's personal computer or network and transmits the file over the Internet via an SSL session. The web page is located at ww2.dor.state.wi.us/Common/FileTransfer/application?PASS_type=12. **Note:** This URL is case sensitive.

Scripted Transfer – File transmission users have the option of using a script to programmatically transmit a file directly to the WDOR web server. A sample JavaScript and additional information is in a zip file that can be downloaded at www.dor.state.wi.us/eserv/wt-7/sample.zip. The script is a sample only. It would need to be modified by a Java programmer to suit your environment. The JavaScript is provided for instructional purposes only. WDOR does not provide support nor warranty for the script.

Upon successful transfer, a receipt number will be issued. You may want to print and retain that number for future reference.

Note: A successful transmission does not mean the file has been validated.

VII. ACKNOWLEDGEMENT AND REJECTION OF THE WISCONSIN RETURN

WDOR processes file transmissions and e-mails acknowledgements to transmitters within one business day. Acknowledgements are sent to the acknowledgement e-mail address provided in the file transmission. A valid e-mail address must be submitted in the file transmission. Errors detected during parsing are listed on your acknowledgement.

If an acknowledgement is not received within one business day after the transmission, contact your software developer, or if you transmit directly to WDOR, see section XIII for WDOR contact information.

Rejection Codes and Reasons

Wisconsin Front-End Validation

Code	Rejection/Error Description
010	Return accepted – EFT payment accepted
020	Return accepted – EFT payment NOT included
030	Return accepted – EFT payment NOT accepted
050	Return rejected – Acknowledgement address found
060	Return rejected – Acknowledgement address NOT found
099	Return rejected – Using wrong Namespace

Note: To view a sample e-mail confirmation acknowledgement and a sample e-mail failure acknowledgement, see Attachments A and B.

VIII. REJECTED RETURNS

The reject notice will contain information about the **first** error found only. Additional errors may be present. Rejected transmissions are not considered filed. The transmission should be corrected and resubmitted. Only an accepted transmission is considered filed and will be issued a confirmation number (see codes in section VII).



IX. ADJUSTMENTS AND CHANGES TO RETURNS

WDOR reserves the right to review the transmission, including late filing fee, interest, and penalty reported in the transmission. This review may result in a Notice of Amount Due or Refund. In these cases, WDOR will issue a Notice of Adjustment with a tear-off payment voucher. This notice is mailed directly to the withholding tax registrant. If the withholding tax registrant agrees with the notice, the amount due should be mailed with the tear-off payment voucher to the address on the voucher. Appeal rights and procedures are explained on the back of the Notice of Adjustment and should be followed when the withholding tax registrant does not agree with the adjustment.

X. PARTICIPATION IN THE E-FILE PROGRAM

If you would like to receive news and reminders from WDOR, subscribe to the WDOR news e-mailing lists.

- dorsales listserv is designed to provide electronic communication from WDOR to the members of the list regarding current sales and use tax news and reminders. Information on how to subscribe is found on our web site at www.dor.state.wi.us/html/dorsales.html or by browsing to web page “Practitioner.”
- dornews listserv is designed to provide electronic communication from WDOR to the members of the list regarding news specific to tax practitioners. Information on how to subscribe is found on our web site at www.dor.state.wi.us/taxpro/dornews.html or by browsing to web page “Practitioner.”

If you need general information about Wisconsin sales or use tax, refer to Publication 201 which is available at www.dor.state.wi.us/pubs/pb201.pdf or by browsing web pages “Publications” then entering “201” in the search box.

Tax Practitioners and Payroll Service Provider:

If you would like to be listed on the WDOR web site as offering electronic filing services, send your company name, address, and telephone number to Wisconsin Department of Revenue, Cheryl Sullivan, MS 3-258, P.O. Box 8903, Madison, WI 53708-8903, or e-mail at csullivan@dor.state.wi.us. In order to be listed on WDOR web site, Practitioners must comply with the following requirements:

1. Mail, fax, or e-mail to the Wisconsin Department of Revenue a copy of their acknowledgement and FEIN assigned by WDOR. Practitioners who are not sole proprietors must provide all officers' and/or partners' full names, addresses, and social security numbers.
2. Be in good standing and stay in good standing with WDOR for both business and personal tax liabilities.
3. Provide valid e-mail address.

Transmitters and Software Developers:

If you would like to be listed on the WDOR web site as providing software, send a signed copy of the Offer of Agreement, a copy of an e-mail acknowledgement from the File Transmission process, your company name, and a link to your web site to Wisconsin Department of Revenue, Cheryl Sullivan, MS 3-258, P.O. Box 8903, Madison, WI 53708-8903 or e-mail at csullivan@dor.state.wi.us.

XI. FILING AND PAYING TIMELY

The Employers Annual Reconciliation is due on January 31. If the due date falls on a weekend or state holiday, the due date is extended to the next regular business day. Transmissions must be received by the due date and should be transmitted prior to the 11:00 PM CT cut-off on the due date.

Paying by EFT

The EFT payment must settle in the state account on or before the due date in order to be considered timely. The EFT debit payment included in the file transmission must be initiated by 3:00 PM CT on the banking business day prior to the requested settlement date/due date.

Note: Due dates for filing are extended based on state business days, while due dates for EFT payments are based on Federal Reserve/banking business days. These two schedules are not always the same.

XII. CHANGES TO ELECTRONIC RETURNS

File transmissions cannot be recalled or intercepted once transmitted. Changes to any entries after a transmission has been acknowledged must be retransmitted as an amended return using one of the following options for the "action" element:

1. Amended:
 - Replace all previous information from the original transmission or from any previous amended return.
2. Supplemental:
 - Adding additional information to the original transmission.

Note: Do not include redundant EFT payment information with the amended transmission. All EFT payments with amended transmissions will be processed.

XIII. CONTACT INFORMATION

For the best possible service, please choose the appropriate contact carefully:

For technical questions regarding:

- the web site
- the XML Schema
- the summary of the XML schema
- additional detail information of schema elements
- the sample return
- the sample script
- the web application
- the summary of schema changes
- missing acknowledgements

Contact: Scott H. Mueller
608-266-8518
smuelle1@dor.state.wi.us

For customer service questions regarding:

- the electronic payment options
- the due dates and extensions
- the tax liability
- any name and address changes

Contact: 608-266-2776
608-267-1030 (FAX)
sales10@dor.state.wi.us

Attachment A

Sample E-Mail Confirmation Acknowledgement

```
<?xml version='1.0' encoding='UTF-8'?>
<Acknowledgement xmlns='http://www.irs.gov/efile'
xmlns:xsi='http://www.w3.org/2001/XMLSchema-instance'
xsi:schemaLocation='http://www.irs.gov/efile H:\FSET\FSETv02.0\StateSchemas\WIAck.xsd'>
  <Jurisdiction>Wisconsin Department of Revenue</Jurisdiction>
  <ResponseTimestamp>2005-06-21T13:28:52</ResponseTimestamp>
  <ResponseCode>020</ResponseCode>
  <NoReply>Please do not reply to this email</NoReply>
  <ResponseText>Your Form WT7 Wisconsin Employers Annual Reconciliation has been filed success-
fully!</ResponseText>
  <Success>
    <ReturnType>StateAnnual</ReturnType>
    <StateEINValue>123456-8</StateEINValue>
    <TaxYear>2004</TaxYear>
    <ACHDebitStatus>No EFT Payment Included</ACHDebitStatus>
    <EffectiveDate>2001-01-01 </EffectiveDate>
    <Confirmation Number>200506210500062</ConfirmationNumber>
  </Success>
</Acknowledgement>
```

Attachment B**Sample E-Mail Failure Acknowledgement**

```
<?xml version='1.0' encoding='UTF-8'?>
<Acknowledgement xmlns='http://www.irs.gov/efile'
xmlns:xsi='http://www.w3.org/2001/XMLSchema-instance,
xsi:schemaLocation=http://www.irs.gov/efile
H:\FSET\FSETv02.0\StateSchemas\WIAck.xsd'>
  <Jurisdiction>Wisconsin Department of Revenue</Jurisdiction>
  <ResponseTimestamp>2005-06-21T15:15:14</ResponseTimestamp>
  <ResponseCode>050</ResponseCode>
  <NoReply>Please do not reply to this email</NoReply>
  <ResponseText>Your attempt to eFile your Wisconsin Employers Annual
    Reconciliation Return has failed! Your XML document is not valid.
    You must correct the error(s) and resubmit your
    file.</ResponseText>
  <RejectError>
    <ParseErrorCode>-1072897660</ParseErrorCode>
    <AbsolutePosition>558</AbsolutePosition>
    <LineNumber>14</LineNumber>
    <Position>32</Position>
    <Reason>Pattern constraint failed. The element:
      '{http://www.irs.gov/efile}TINTypeValue' has an invalid value
      according to its data type.
    </Reason>
    <srcText><TINTypeValue>123456789nnn</TINTypevalue></srcText>
    <URL>WT7 1119384445667.xml</URL>
  </RejectError>
</Acknowledgement>
```